

REQUEST FOR PROPOSAL

Addendum # 4



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

ADDENDUM DATE: August 9, 2005

RFP Title:	Security Personnel
RFP Number:	RFP 05-031 PR
Due Date/Time:	August 23, 2005 2:00 P.M.
Buyer:	Paul Russell, paul.russell@metrokc.gov , 206-684-1054

This addendum is issued to revise Request for Proposal 05-031PR, advertised June 23, 2005 as follows:

1. P.3, are the hours stated representative of all the hours identified in Attachment O?
Generally yes, but extra service may be required. The County reserves the right to adjust guard schedules at any time. Guard service will end in the tunnel on September 25, 2005.
2. P.3 Exhibit A- Proposal Pricing A. The Estimated Hours of usage is different than on pages 51-53 and on page 59. What hours should we use? There weren't any hours associated with Part 3- CCTV
Hours on pages 51-53 are established shift hours. Exhibit A is a representation of general hours, as additional services may be required during any year of this new contract.
3. P.3 Exhibit A, the County has estimated 50,000 security guard hours per year? Is this based on last year's actual hours? Will there be less hours this year (and next year) due to the closure in September 2005? Part 2 hours on page 51-53 total about 41,800 annual hours; four months (June – Sept) of 216 hours/week at the tunnel facility would be about 3700 hours per year. Are the remaining 4500 hours for additional work?
While the transit tunnel is closing September 25, 2005, and hours will be reduced because of it, additional services may be required due to Homeland Security requirements.
4. P.12, Section 1.15, A., 2. Should this read RFP questions listed in Section 7?
Yes.
5. P.12, is Attachment B, Price Proposal, the same as Exhibit A, Proposal Pricing? Is Exhibit A, all that is required for pricing?
Exhibit A has been replaced by Attachment B. They have the same format for submitting your pricing. Use replacement Attachment B with your proposals.
6. P.12, Section 1.15, A-2, which states, "Proposals Shall respond to the RFP questions listed in Section 6". Should that refer to Section 7, not Section 6?
Yes, it should read Section 7, not Section 6.
7. P.12, Attachment N, ADA/504, the requirements for this state, "...Complete and retain the questionnaire when notified by the Buyer. Complete the Corrective Action Plan and give to Buyer before Contract Award." Please clarify what is needed to satisfy Attachment N in our proposal.
Just submit the final signed page of ADA/504

This Request for Proposal will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

8. P.26, the RFP references 'Attachment G – "Current or Former County Employee Disclosure Form"' This form/attachment is not listed on p.12 or to be found elsewhere in the RFP. If required, would the County provide this Attachment or the web address?
- Delete reference to Attachment G, This form is not required.
9. P.40, in stating that the Transit Tunnel portion of the hours under this contract may end when the tunnel is transferred to Sound Transit, or may be assumed by Sound Transit, the RFP says that the term could be up to the term of this contract including any of the (3) three one year options. Should this read "...any of the (4) four one year options..." as per p. 31 of the RFP.
- Yes the Contract will have four (4) one year options. The County does not expect Sound Transit to use this Contract for Transit Tunnel guard hours as they have their own Security Contract.
10. P.41, Paragraph C, states that on-site supervisory personnel is required. Is this part of the 216 weekly hours above? Are the supervisor hours billable?
- 1st question: No.
- 2nd question: No.
11. P.41 Are the daily inspections in paragraph D billable time? Are they provided by the on-site supervisor referenced in paragraph C?
- 1st question: No
- 2nd question: No. This supervisor is provided by field supervisors or other management supervisory personnel.
12. P. 40 D. Hours of Service, Do any of the posts require relief coverage during breaks and lunch?
- Yes all posts have this requirement.
13. P.42, Part 4, paragraph B. states effective with actual employment, and after a thirty (30) day probation, the Contractor shall provide all security personnel assigned to King County Metro Transit facilities health care insurance under the terms and conditions of agreements between the Contractor and a private carrier. Is it a requirement for the Contractor to provide this health insurance at no cost to the security personnel?
- If there is a cost or co pay to the employee indicated on the pricing sheet.
14. P.43, Section 6.1 Part 4. Paragraph D. Are there any bonds required at time of proposal submittal?
- Supply the bond identified in the paragraph.
15. P.43, Section 6.1 Part 4. Paragraph D, item 2- \$1000,000 fidelity bond. Our company has purchased a separate Commercial General Liability policy which provides for \$1,000,000 of Products and Completed Operations Coverage, Errors and Omissions coverage and Contractual Liability Coverage. Because of this coverage, we do not provide bid or performance bonds. By providing this insurance, the insurance company is guaranteeing to any and all existing and potential customers that our firm will perform its job at the price and terms bid, thereby making the issuing of a bid or performance bond redundant. This has been excepted by the State on all bids as well as all the Municipalities we've bid on to date. Will you except this Guarantee instead of the fidelity bond since it is of a far greater value than your bond requirement?
- No "bid or performance bonds" are required. The County does not take a position on other parts of the question.
16. P. 50, Section 6.5, Part 1, paragraph A, states that each coverage period during Transit Tunnel closure requires no less than 2 security guards. What time periods require 2 guards? Is this in addition to the 216 hours on page 59?

6.5 Specific Requirements By Location

Part 1, Transit Tunnel

A. Each coverage period during Transit Tunnel operation requires no less than two (2) Security Guards. Note: Transit Tunnel operation will end with the transfer of the tunnel to Sound Transit effective September 25, 2005.

17. P.50, section 6.5, Part 1, Paragraph C. states security guards shall report to the International District Station guard-house before starting their shift. At the end of each shift each security guard shall turn in keys, two-way radio and completed log sheets at the IDS guard-house. Is the time it takes to get from the IDS guard-house to the post and from the post to the IDS guard-house billable time? How long does it take to get from the guard house to the post?

Yes, it is billable time. It takes 10 minutes at the most.

18. P.50, section 6.5, Part 1, Paragraph E, 3. Are the carts provided by the county a sufficient means of transporting guards to their posts or will the contractor need to provide vehicles for this function?

For the tunnel shifts, the golf carts provided by Metro are sufficient for the purpose. No part of this contract will require the bidder to provide vehicles for guards.

19. P.50, section 6.5, Part 1, Paragraph E, 3, indicates the County will provide two carts. P. 66 Attachment O, #7, states Metro provides three carts. Please clarify.

There are only two carts. Reference to three carts on page 66 is now two carts.

20. P.51, section 6.5, Part 2, Paragraph D.1, should the total hours be 60 if the base is shut down on the weekend and the Guard ensures no unauthorized entry during hours of closure? The same question applies to D.2 regarding the number of hours required?

1st question: Should read 60 hours for Bellevue Base.

2nd question: Should read 55 hours for Component Supply.

The County reserves the right to adjust hours as appropriate based on need and circumstances.

21. P.51 Part 2, It become very difficult to find qualified security officers to work short shifts , such as proposed in you schedule for these two sites. The officers union CBA minimum is for 4 hours shifts , which becomes a problem for 1800-2100 shifts. Do you have any thoughts on how to best address this.

Short shift periods are required. The bidder should be creative in how they deal with this requirement.

22. P.53 Section 6.5 Specific Requirements, Part 3. Is there one security guard on 24 hours per day, 7 days per week, at the CCTV monitor office? If not, please clarify the hours for the CCTV monitor.

ADD to RFP P.53 Section 6.5 Part 3. CCTV Monitoring Office. The hours are 24/7. This is not a security guard; rather, this position is a specialized position trained to monitor live CCTV for security purposes.

23. P.55, Section 7.3, Personnel Proposed for work. In this contract is a security guard or a CCTV monitor counted as one person at one job, for one shift.

Yes.

24. P.55, Section 7.3, Personnel Proposed for work. Do you mean daily shift or weekly shift?

All are considered daily shifts.

25. P.58, Attachment O, Paragraph 1, Please clarify for us when the coverage will begin as it applies to this RFP for the Tunnel. Is the period mentioned from June 6 to September part of this, or is September when it begins?

If contract starts before September 25, 2005, the tunnel guard schedule will be part of this new contract. Sound Transit takes over the tunnel on Monday, September 26, 2005, and tunnel security is no longer a Metro requirement. Sound Transit will be entirely responsible for tunnel security, and their contractor, Balfore Bailey will sub-contract out security services as part of their construction contract.

26. P.58, Attachment O, Paragraph 1, states that the tunnel facility will require security only from June 6 2005 through September 2005. Does this apply to the 216 hours on page 59? Will these closures affect any other hours?

1st question: Yes.

2nd question: No, only the tunnel hours are affected by tunnel closure.

27. P.58, Attachment O, Paragraph 1, when Sound Transit takes over tunnel security, is that for all five transit stations as well and is the CCTV station part of the sound transit responsibility when they take over?

The CCTV part of this contract is not located in the tunnel; rather it is located in the Employee Garage. CCTV monitoring is not a part of the Sound Transit take-over. The Contract is expected to cover CCTV monitoring throughout the contract period.

28. P.59, Attachment O, Paragraph 2, B. Guard Staffing, there is a distinction for Supervisor and Security Guards but on the P.3 Exhibit A there is no distinction. Do you want a blended rate on Exhibit A that has supervisors and officers all together or would you prefer to have this broken out separately with a total at the bottom? (Revised Exhibit A?)

In the Tunnel, the night/after hours "supervisor" is nominally in charge of the other guard, but both are paid at the same rate. Supervision, in the form of field supervisors and other management supervisory control should be blended into the bid rate.

29. P.59, Paragraph 2, B. Guard Staffing, gives hours of 216 per week for Supervisor and Guard for the hours listed. Does the County desire one Supervisor to be on each shift or, per P.40, Paragraph D, is it up to the Contractor how many of these hours are supervisor hours?

One of the two tunnel guards acts nominally as a "supervisor;" however, both are paid at the same rate.

30. What are the current billing rates?

Security guards: \$15.05 reg, \$22.58 OT;

CCTV Monitor: \$22.00 reg, \$33.00 OT.

31. What is the current Contractor's wages and benefits?

The County was not tacking this information on the last Contract.

32. Who is currently performing the security functions covered in the RFP?

Olympic Security Services, Inc., Tukwila, WA

33. How long has the current contractor performed on this contract?

OSSI has held this contract for about five years.

34. Will there be a chance to do a walk-thru before the proposal is due?

No.